VILLAGE BOARD REGULAR MEETING

Monday, September 14, 2026

5:30 PM – 8:29 PM

Meeting was held in person at the Village Offices, 39 Main Street, Saranac Lake, NY 12983

CALL TO ORDER

PLEDGE OF ALLEGIANCE

PROCLAMATION – HONORING THE RETIREMENT OF SERGEANT REYANIN BROWN

ROLL CALL

Mayor Brunette present; Trustee Evans present; Trustee Ryan present; Trustee Trudeau absent; Trustee White present.

Staff Present: Village Manager: Brandee Reiley, Deputy Clerk-Treasurer: Cassandra Van Cott, Head Mechanic: Wayne Voudren

AUDITING:

Chair Mayor Brunette called for a motion to approve payment of vouchers. Complete details of these vouchers are attached and made part of these minutes.

Motion: Evans Second: Ryan

Roll Call: Ryan yes; White yes; Evans yes; Trudeau absent; Brunette yes;

APPROVAL OF MINUTES:

Chair Mayor Brunette called for a motion to approve the minutes from Monday, August 24, 2026.

Motion: Ryan Second: White

Roll Call: Ryan yes; White yes; Evans yes; Trudeau absent; Brunette yes;

PUBLIC COMMENT:

Bill Domenico – Shared his roof replacement plans on a property within the village in the context of the Code Enforcement Officer vacancy.

George Deshant – Asked for a point of contact for trail maintenance.

David Ryan – Commented on global economic predictions.

ITEMS FOR BOARD ACTION:

Bill 163-2026 Authorize Certifying Officer & Determination of Type II Action for CDBG

A copy of the request is attached and made part of these minutes.

Chair Mayor Brunette called for a motion.

Motion: Evans Second: Ryan

Roll Call: Ryan yes; White yes; Evans yes; Trudeau absent; Brunette yes;

Bill 164-2026 Authorize Submission of CDBG Application
A copy of the request is attached and made part of these minutes.
Chair Mayor Brunette called for a motion.
Motion: Ryan Second: White
Roll Call: Ryan yes; White yes; Evans yes; Trudeau absent; Brunette yes;

Bill 165-2026 Authorize Annual Notification Letter of Unpaid Taxes
A copy of the request is attached and made part of these minutes.
Chair Mayor Brunette called for a motion.
Motion: Ryan Second: Whtie
Roll Call: Ryan yes; White yes; Evans yes; Trudeau absent; Brunette yes;

Bill 166-2026 Authorize Transfer of Funds for Snow Pusher
A copy of the request is attached and made part of these minutes.
Chair Mayor Brunette called for a motion.
Motion: White Second: Ryan
Roll Call: Ryan yes; White yes; Evans yes; Trudeau absent; Brunette yes;

Bill 167-2026 Authorize Transfer of Funds for Equipment
A copy of the request is attached and made part of these minutes.
Chair Mayor Brunette called for a motion.
Motion: Ryan Second: White
Roll Call: Ryan yes; White yes; Evans yes; Trudeau absent; Brunette yes;

Bill 168-2026 Public Hearing for Moratorium on New Short-Term Rentals
A copy of the request is attached and made part of these minutes.
Chair Mayor Brunette called for a motion.
Motion: Evans Second: White
Roll Call: Ryan yes; White yes; Evans yes; Trudeau absent; Brunette yes;

Bill 169-2026 Authorize Overnight Travel for Saranac Lake Chief of Police
A copy of the request is attached and made part of these minutes.
Chair Mayor Brunette called for a motion.
Motion: Ryan Second: White
Roll Call: Ryan yes; White yes; Evans yes; Trudeau absent; Brunette yes;

Bill 170-2026 Approve Hire of Principal Account Clerk
A copy of the request is attached and made part of these minutes.
Chair Mayor Brunette called for a motion.
Motion: Evans Second: Ryan
Roll Call: Ryan yes; White yes; Evans yes; Trudeau absent; Brunette yes;

Bill 171-2026 Rename Village of Saranac Lake Park
A copy of the request is attached and made part of these minutes.
Chair Mayor Brunette called for a motion.
Motion: Ryan Second: White
Roll Call: Ryan yes; White yes; Evans yes; Trudeau absent; Brunette yes;

Bill 172-2026 Appointment of Members to Parks and Trails Advisory Board
A copy of the request is attached and made part of these minutes.
Chair Mayor Brunette called for a motion.
Motion: Ryan Second: White
Roll Call: Ryan yes; White yes; Evans yes; Trudeau absent; Brunette yes;

MONTHLY MANAGER'S UPDATE:
Village Manager, Brandee Reiley, gave a monthly update that included the General Fund Health and progress on the annual financial report, the Water & Sewer fund health and billing cycle, financial accounting procedures in development for tracking and multi-year budget planning. Department monthly operations reports were shared for Community Development, Treasurer's Office, Code Enforcement, Department of Public Works, Waste Water, and Police and Fire.

BOARD DISCUSSION:

a. Draft Annual Financial Review
b. Turnout Gear
c. Data Collection Procedure

PUBLIC COMMENT:
George Deshant – Thanked those present for their level of conversation on the meeting's topics and the use of introductory language for him, and others in the audience to keep up. He commented on the timing of the Village's budget's adoption and producing real time costs given the global volatility that Mr. David Ryan spoke about. He asked about the process involved in the renaming of the park and thanked those involved in the most recent park renaming.

EXECUTIVE SESSION:
Motion to Enter Executive Session: Evans Second: White
Roll Call: Ryan yes; White yes; Evans yes; Trudeau absent; Brunette yes;

a) Medical, financial, credit or employment history of a particular person or corporation, or matters leading to said dismissal, removal, promotion, appointment, employment, discipline, demotion or suspension

Motion to Exit Executive Session: Evans Second: White
Roll Call: Ryan yes; White yes; Evans yes; Trudeau absent; Brunette yes;

MOTION TO ADJOURN:
Chair Mayor Brunette called for a motion to adjourn the meeting.
Motion: White Second: Evans
Roll Call: Ryan yes; White yes; Evans yes; Trudeau absent; Brunette yes.

Business of the Village Board
Village of Saranac Lake

BILL #163-2026

SUBJECT: Community Development

FOR AGENDA: 09/14/2026

DEPT OF ORIGIN: Village Manager

DATE SUBMITTED: 08/25/2026

Resolution naming the certifying officer and determination of a type II action for 2026 Community Development Block Grant programs.

MOVED BY: Evans SECONDED BY: Ryan

VOTE ON ROLL CALL:

TRUSTEE RYAN	Yes
TRUSTEE WHITE	Yes
TRUSTEE EVANS	Yes
TRUSTEE TRUDEAU	absent from meeting
MAYOR BRUNETTE	Yes

Authorize Certifying Officer & Determination of Type II Action for 2026 Community Development Block Grant (CDBG)

The Village of Saranac Lake, Village Board names Brandee Reiley, Manager of the Village, the Certifying Officer for the purpose of conducting the Environmental Review for the Village's 2026 CDBG funded Housing Programs, and;

The determination has been made that the Environmental Review Record for the Village of Saranac Lake 2026 CDBG Housing Program be classified as a Type II Action (6NYCRR Section 617.4 and 617.5) for the Housing Rehabilitation Program to be funded by the New York State Office of Community Renewal, Community Development Block Grant. Classification of Type II Action was determined based on review of https://www.dec.ny.gov/permits/32521.html.

The Village of Saranac Lake, meeting on September 14, 2026, with a motion made by Trustee Evans and seconded by Trustee Ryan determined that the above resolution be adopted.

In witness whereof, I have hereunto set my hand as on this 14 day of September, 2026.

Business of the Village Board
Village of Saranac Lake

BILL #164-2026

SUBJECT: Community Development

FOR AGENDA: 09/14/2026

DEPT OF ORIGIN: Village Manager

DATE SUBMITTED: 08/25/2026

Resolution authorizing submission of 2026 Community Development Block Grant application.

MOVED BY: Ryan SECONDED BY: White

VOTE ON ROLL CALL:

TRUSTEE RYAN	Yes
TRUSTEE WHITE	Yes
TRUSTEE EVANS	Yes
TRUSTEE TRUDEAU	absent from meeting
MAYOR BRUNETTE	Yes

AUTHORIZE SUBMISSION OF 2026 COMMUNITY DEVELOPMENT BLOCK GRANT APPLICATION

WHEREAS, the Village Board of Saranac Lake has identified housing and assisting low/moderate income homeowners, as its most severe community development need, and

WHEREAS, the proposed program area is hereby defined as having many homes with substandard conditions occupied by low/moderate income families, Substandard is defined as:

Housing that does not meet the local building codes and creates safety or health hazards for its occupants, and

WHEREAS, the only affordable means of financing a program designed to meet these needs is to secure funding from the NYS Office of Community Renewal Community Development Block Grant Program, and

WHEREAS, due to the sparsely populated character of the proposed program area with homes scattered over a large geographical area, a non-target methodology is to be employed to assist only low- and moderate-income persons.

NOW, THEREFORE, BE IT RESOLVED, that the Village Board of Saranac Lake authorizes Village Manager Brandee Reiley, to sign and submit an application to the NYS Office of Community Renewal for a community development program for housing rehabilitation, to act in connection with the submission of the application, and to provide such additional information as may be required.

BE IT FURTHER RESOLVED, that the Housing Assistance Program of Essex County, Inc. dba Adirondack Roots will perform administrative services as a subrecipient for the Village of Saranac Lake.

BE IT FURTHER RESOLVED, that the Village of Saranac Lake is committed to affirmatively further fair housing within the town's jurisdiction, will substantially comply with all Federal, State, and local laws, rules, and regulations applicable in the effort of furthering fair housing, and names Katrina Glynn, Community Development Director, Fair Housing Officer to be the primary point of contact for all fair housing related issues.

BE IT FURTHER RESOLVED, that the Village of Saranac Lake has adopted the following: Citizen Participation Plan, Residential Anti-Displacement and Relocation Assistance Plan, Excessive Force Policy, Lead Based Paint Plan, Drug-Free Workplace Program, and the Housing Rehabilitation Program Policy and Procedures, and that they are on file at the Town Hall.

Business of the Village Board
Village of Saranac Lake

BILL #165-2026

SUBJECT: Notice Letter

FOR AGENDA: 09/14/2026

DEPT OF ORIGIN: Village Manager

DATE SUBMITTED: 09/07/2026

Resolution to authorize notice of unpaid village taxes and mailing penalty.

MOVED BY: Ryan SECONDED BY: White

VOTE ON ROLL CALL:

TRUSTEE WHITE	Yes
TRUSTEE RYAN	Yes
TRUSTEE EVANS	Yes
TRUSTEE TRUDEAU	absent from meeting
MAYOR BRUNETTE	Yes

AUTHORIZE NOTICE OF UNPAID VILLAGE TAXES AND MAILING PENALTY

WHEREAS, the Village is required to provide notice to property owners whose Village taxes remain unpaid following the regular collection period; and

WHEREAS, the Board of Trustees may provide for the expense of mailing such notices through an additional penalty of up to two dollars ($2.00) charged against each applicable parcel;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of the Village of Saranac Lake hereby authorizes the required mailing of notices of unpaid Village taxes and establishes an additional penalty of two dollars ($2.00) against each applicable parcel to cover the expense of mailing such notice.

Business of the Village Board
Village of Saranac Lake

BILL #166-2026

SUBJECT: Accounting

FOR AGENDA: 09/14/2026

DEPT OF ORIGIN: Village Manager

DATE SUBMITTED: 08/29/2026

Resolution to authorize up to $20,000.00 to be transferred to purchase new snow pusher to attach to loader for snow removal of parking lots and downtown streets.

MOVED BY: White SECONDED BY: Ryan

VOTE ON ROLL CALL:

TRUSTEE WHITE	Yes
TRUSTEE RYAN	Yes
TRUSTEE EVANS	Yes
TRUSTEE TRUDEAU	absent from meeting
MAYOR BRUNETTE	Yes

AUTHORIZE THE TRANSFER OF FUNDS FOR PURCHASE OF NEW SNOW PUSHER

WHEREAS, the Village of Saranac Lake has identified need to purchase one new snow pusher attachment to loader for snow removal of parking lots and downtown streets;

NOW, THEREFORE BE IT RESOLVED, that the Village Board authorizes up to $20,000.00 to be transferred from 001-0000-0230-6000 to purchase one new snow pusher; and

BE IT FURTHER RESOLVED, that the Village Board hereby authorizes the Village Manager and Village Treasurer to make the necessary transfers between accounts as needed to balance accounts and maintain the fiscal integrity of the Village; and

BE IT FURTHER RESOLVED, that the Village Clerk is authorized to make public notice for the intended use of the reserve subject to a Permissive Referendum.

Business of the Village Board
Village of Saranac Lake

BILL #167-2026

SUBJECT: Accounting

FOR AGENDA: 09/14/2026

DEPT OF ORIGIN: Village Manager

DATE SUBMITTED: 08/29/2026

Resolution to authorize up to $93,000.00 to be transferred to purchase new Bobcat skid steer to replace existing 2011 Bobcat skid steer and purchase one new snowblower and one new angle street broom.

MOVED BY: Ryan SECONDED BY: White

VOTE ON ROLL CALL:

TRUSTEE WHITE	Yes
TRUSTEE RYAN	Yes
TRUSTEE EVANS	Yes
TRUSTEE TRUDEAU	absent from meeting
MAYOR BRUNETTE	Yes

AUTHORIZE THE TRANSFER OF FUNDS FOR PURCHASE OF EQUIPMENT

WHEREAS, the Village of Saranac Lake has identified need to purchase one new Bobcat skid steer to replace existing 2011 Bobcat skid steer and purchase one new snowblower and one new angle street broom;

NOW, THEREFORE BE IT RESOLVED, that the Village Board authorizes up to $93,000.00 to be transferred from 001-0000-0230-6000 to purchase one new Bobcat skid steer to replace existing 2011 Bobcat skid steer and purchase one new snowblower and one new angle street broom; and

BE IT FURTHER RESOLVED, that the Village Board hereby authorizes the Village Manager and Village Treasurer to make the necessary transfers between accounts as needed to balance accounts and maintain the fiscal integrity of the Village; and

BE IT FURTHER RESOLVED, that the Village Clerk is authorized to make public notice for the intended use of the reserve subject to a Permissive Referendum.

Business of the Village Board
Village of Saranac Lake

BILL #168-2026

SUBJECT: Public Hearing

FOR AGENDA: 09/14/2026

DEPT OF ORIGIN: Village Manager

DATE SUBMITTED: 09/09/2026

Resolution to calling for a public hearing on a local law establishing a temporary moratorium for new short-term rentals.

MOVED BY: Evans SECONDED BY: White

VOTE ON ROLL CALL:

TRUSTEE WHITE	Yes
TRUSTEE RYAN	Yes
TRUSTEE EVANS	Yes
TRUSTEE TRUDEAU	absent from meeting
MAYOR BRUNETTE	Yes

RESOLUTION FOR A PUBLIC HEARING ON A LOCAL LAW ESTABLISHING A TEMPORARY MORATORIUM FOR NEW SHORT-TERM RENTALS

WHEREAS, the Village of Saranac Lake Board of Trustees has proposed adoption of a Local Law to establish a temporary moratorium on new Short-Term Rentals in the Village, and

THEREFORE, BE IT RESOLVED, the Village Board of Trustees hereby calls for a public hearing on Monday, September 28, 2026 at 5:30 PM in the Village Board Room at 39 Main Street, Saranac Lake, NY, to gather input on the proposed Local Law.

VILLAGE OF SARANAC LAKE
LOCAL LAW NO.# __ OF 2026

To enact a moratorium In the form of a local law in order to temporarily suspend the issuance of new Short Term Rental Permits in the Village of Saranac Lake

Section I, Title:
This law shall be known as the Moratorium Law of 2026 of the Village of Saranac Lake.

Section 2, Purpose and Intent:
The purpose of this Moratorium is to temporarily suspend the administrative review and approval process for new, initial applications to operate short term rentals (STRs) in the Village of Saranac Lake, to include both Special Use Permit applications and STR Permit applications as outlined in Village of Saranac Lake Development Code. Short Term Rental regulations were first added to the Development Code in 2023 by Local Law No. 3-2023 and amended in 2025 by Local Law No. 1-2025. The Moratorium gives the Village time to collect data, evaluate the effectiveness of the regulations as amended, and propose and adopt further amendments that may be necessary to ensure that the original objectives of the regulations, as set forth in Local Law No. 3-2023, are being achieved.

Section 3. Authority:
This Moratorium is enacted by the Village Board of the Village of Saranac Lake pursuant to its authority to adopt local laws under the New York State Constitution Article IX, the Village Law and Section 10 of the Municipal Home Rule Law.

Section 4, Moratorium Imposed:
For the period of twelve (12) months immediately following the effective date of this Local Law, there is hereby imposed a Moratorium on all new, initial applications to create and operate STRs in the Village of Saranac Lake, to include both Special Use Permit applications and STR Permit applications as outlined in Section 106-104.3 of the Village of Saranac Lake Development Code; and that no approvals, permits, actions or decisions shall be made or issued by any Board or official of the Village of Saranac Lake with respect to any such applications. This Moratorium shall apply to all such applications, whether pending or received prior to the effective date of this law unless already under review by the Development Board. No such applications shall be accepted by any Board or official of the Village of Saranac Lake while this law remains in effect. Pre-existing STRs, as defined in the Development Code, shall not be subject to this moratorium.

Section 5, Effect of Moratorium;
Upon the effective date of this Local Law, no Board, body or official of the Village shall accept for review, continue to review, hold a hearing upon, make any decision upon, or issue any permit or approval upon any application or proposal for the uses, projects or developments set forth in Section 4 above, except that this Section shall not apply to any application that remains pending before the Development Board as of such

date. Any statutory or locally-enacted time periods for processing and making decisions on all aspects of the aforesaid applications are hereby suspended and stayed while this Local Law is in effect.

Section 6, Effective Date;

This local law shall take effect once filed with the office of the New York State Secretary of State.

Business of the Village Board
Village of Saranac Lake

BILL #169-2026

SUBJECT: Overnight Travel/Training

FOR AGENDA: 09/14/2026

DEPT OF ORIGIN: Village Manager

DATE SUBMITTED: 09/08/2026

Resolution to authorize overnight travel for the Saranac Lake Chief of Police.

MOVED BY: Ryan SECONDED BY: White

VOTE ON ROLL CALL:

TRUSTEE WHITE	Yes
TRUSTEE RYAN	Yes
TRUSTEE EVANS	Yes
TRUSTEE TRUDEAU	absent from meeting
MAYOR BRUNETTE	Yes

AUTHORIZE OVERNIGHT TRAVEL FOR THE SARANAC LAKE CHIEF OF POLICE

WHEREAS, the Village of Saranac Lake encourages its employees to attend and participate in schooling, training, and correspondence courses that increase their knowledge, skills, and job performance, and,

WHEREAS, the Chief of Police will be attending the International Association of Chiefs of Police (IACP) from October 24-27, 2026 in Orlando, Florida and,

WHEREAS, the expenditure for the training and travel is designated in the 2026-2027 budget for registration fees and lodging.

THEREFORE, BE IT RESOLVED, the Village of Saranac Lake Board of Trustees hereby approves the overnight travel and training for the Chief of Police.

Business of the Village Board
Village of Saranac Lake

BILL #170-2026

SUBJECT: Hire Principal Account Clerk

FOR AGENDA: 09/14/2026

DEPT OF ORIGIN: Village Manager

DATE SUBMITTED: 09/08/2026

Resolution to authorize the Village Manager to provisionally hire a principal account clerk.

MOVED BY: Evans SECONDED BY: Ryan

VOTE ON ROLL CALL:

TRUSTEE WHITE	Yes
TRUSTEE RYAN	Yes
TRUSTEE EVANS	Yes
TRUSTEE TRUDEAU	absent from meeting
MAYOR BRUNETTE	Yes

RESOLUTION AUTHORIZING THE VILLAGE MANAGER TO PROVISIONALLY HIRE A PRINCIPAL ACCOUNT CLERK

WHEREAS, the Village of Saranac Lake has a civil service position of Principal Account Clerk open, and

WHEREAS, the Village Manager has recommended it be hired provisionally to fill the current full-time position of Village Principal Account Clerk, and,

NOW, THEREFORE, BE IT RESOLVED, that the Village Board hereby appoints Ana Rottner – Ruiz Del Valle to the position of Principal Account Clerk, effective September 15, 2026, subject to all applicable Civil Service requirements and Village policies.

Business of the Village Board
Village of Saranac Lake

BILL #171-2026

SUBJECT: Village Park

FOR AGENDA: 09/14/2026

DEPT OF ORIGIN: Trustee Ryan

DATE SUBMITTED: 09/02/2026

Resolution to rename Riverfront Park to Lake Flower Park.

MOVED BY: Ryan SECONDED BY: White

VOTE ON ROLL CALL:

TRUSTEE WHITE	Yes
TRUSTEE RYAN	Yes
TRUSTEE EVANS	Yes
TRUSTEE TRUDEAU	absent from meeting
MAYOR BRUNETTE	Yes

RENAME VILLAGE OF SARANAC LAKE PARK

WHEREAS, the Village of Saranac Lake seeks to maintain clear, accessible, and distinct public spaces for residents and visitors alike; and

WHEREAS, the Village of Saranac Lake Parks and Trails Advisory Board has evaluated the need for name differentiation to improve public navigation, clarity, and identity for the community's outdoor spaces; and

WHEREAS, the Parks and Trails Advisory Board conducted extensive deliberation across multiple official meetings, hosted two public comment opportunities, and thoroughly reviewed all citizen feedback submitted regarding the proposed renaming; and

WHEREAS, following this comprehensive public engagement process and careful consideration of community input, the Parks and Trails Advisory Board officially recommended renaming the facility currently known as "Riverfront Park" to "Lake Flower Park";

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of the Village of Saranac Lake hereby formally approves and adopts the renaming of Riverfront Park to Lake Flower Park; and

BE IT FURTHER RESOLVED, that Village staff are authorized and directed to update official signage, maps, digital media, and municipal records to reflect this official name change in a timely manner.

Business of the Village Board
Village of Saranac Lake

BILL #172-2026

SUBJECT: Advisory Board Member Appointment

FOR AGENDA: 09/14/2026

DEPT OF ORIGIN: Trustee Ryan

DATE SUBMITTED: 09/09/2026

Resolution to appoint members to the Parks and Trails Advisory Board.

MOVED BY: Ryan SECONDED BY: White

VOTE ON ROLL CALL:

TRUSTEE WHITE	Yes
TRUSTEE RYAN	Yes
TRUSTEE EVANS	Yes
TRUSTEE TRUDEAU	absent from meeting
MAYOR BRUNETTE	Yes

APPOINTMENT OF MEMBERS TO THE PARKS AND TRAILS ADVISORY BOARD

WHEREAS, the Village of Saranac Lake seeks to appoint qualified individuals to serve on the Parks and Trails Advisory Board;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of the Village of Saranac Lake hereby appoints:

1. **Mary Glynn** to a term expiring on **May 31, 2027**.
2. **Ren Davidson Seward** to a term expiring on **May 31, 2028**.

BE IT FURTHER RESOLVED, this resolution shall take effect immediately.